

**F.No. 4-14/2015-AIC**  
**Ministry of Social Justice & Empowerment**  
**Department of Empowerment of Persons with Disabilities**  
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5<sup>th</sup> floor, Paryavaran Bhawan,  
CGO Complex, New Delhi,  
Dated 3.02.2017

**Subject:-** Bid for conducting access audit of the identified building/infrastructure in Agartala city.

The Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment, Government of India, invites bids from empanelled Access Auditors for conducting Access Audit in Agartala city for the identified building/infrastructure under Accessible India Campaign. Details of Request for Proposal (RFP) is enclosed herewith.

2. The empanelled Access Auditors are invited to submit their bids as per the details given in the RFP, strictly adhering to the provisions and conditions made therein by 12:00 Noon, 17.02.2017
3. This is issued with the approval of Competent Authority.



(Sanjay Singh)

Under Secretary to the Government of India  
Telephone: 24369047

To

1. Svayam-National Centre for Inclusive Environments, Jindal Centre, 12 Bhikaji Cama Place, New Delhi- 110066.
2. Shishu Sarothi Centre for Rehabilitation & Training for Multiple Disability, Birubari, Guwahati, Assam.
3. Samarthyam, National Centre for Accessible Environments, B-181, Mansarovar Garden, New Delhi-110015.
4. Nature Nurture Architects Planners, E-3, Saraswat colony, Laburnum Road, Gamdevi Mumbai-400007.
5. School of Planning & Architecture, Bhopal, Neelbad Road, Bhauri, Bhopal (M.P).
6. Association for Disabled People, Basti Vikas Kendra, F-1, Sunder Nagri, Delhi-110095.

7. Dr.Gaurav Raheja, Associate Professor, Deptt. Of Architecture & Planning, IIT Roorkee- 2470667, Uttarakhand.
8. CBM India Trust, Bangalore, #140, 'Commerce Cube", 3rd Floor, 5<sup>th</sup> Main, Puttannachetty Road, Chamarajpet, Bangalore-560 018.
9. V-shesh Learning Services Private Limited,Surya, 2<sup>nd</sup> floor, 8/16, Seethammal Extension 2<sup>nd</sup> Cross Street, Alwarpet, Chennai-600018.
10. ARUSHI, Office 1, Shivaji Nagar, Behind MPEB Office, Bhopal-462016.
11. CORD, Chinmaya Organisation For Rural Development, Sidhbari-176057, District Kangra, Himachal Pradesh, India.
12. The Lebprosy Mission Trust India,CNI Bhawan, 16 Pandit Pant Marg, 3<sup>rd</sup> Floor, NewDelhi-110001.
13. SAMA FOUNDATION, No. 47/48,59<sup>th</sup> Cross, 17<sup>th</sup> A Main, Rajajinagar, 5<sup>th</sup> Block, Bangalore-560010.
14. Dr. Kavita Murugkar, Head, Universal Design Centre, Dr. Bhanuben Nanavati College of Architecture, Pune.
15. DEOC,Creating an inclusive world ,1139, 13<sup>th</sup> Cross, 1<sup>st</sup> Phase, 1<sup>st</sup> stage Chandra Layant, Bangalore.
16. Swabhiman, State Disability Information and Resource Centre, A-98, Budhanagar, Bhubaneswar, Odisha-India.
17. Ekansh, Awareness, Acceptance Sensitization & inclusion, Office and Training Centre: Amit Samruddhi, 2<sup>nd</sup> Floor, Jungli Maharaj Road, Pune- 411004.
18. Handicare, Indian Association of Persons with Disabilities, 15/1, Chowdhary Square, Near Mahanagar Rly. Crossing, Lucknow-226 007.

Copy to:

NIC Cell, DEPwD for uploading the document on website on DEPwD.

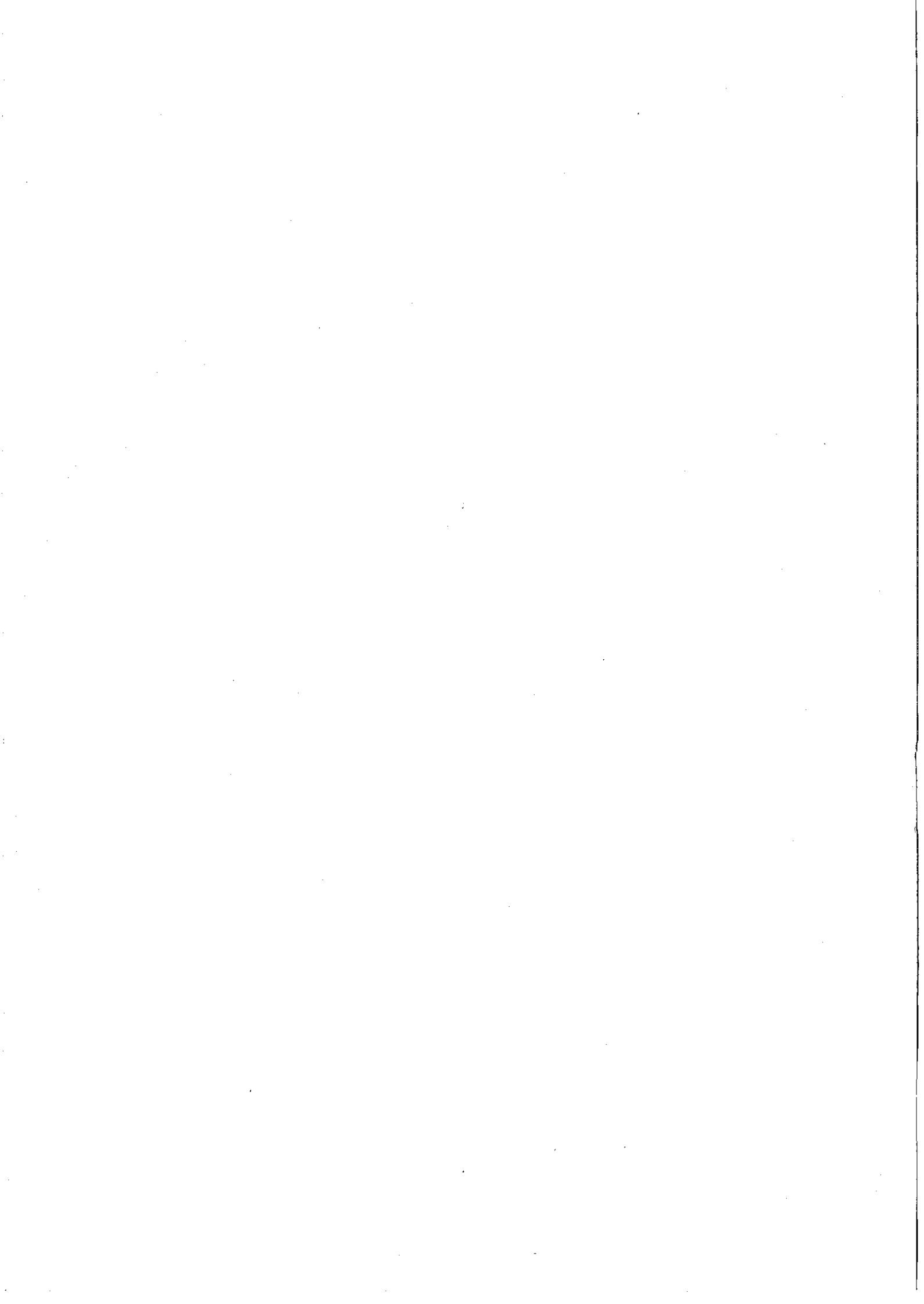
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## Accessible India Campaign – Access Audits

## List of Public Buildings/Infrastructure (Category wise)

AGARTALA

S. No.	List of Buildings
<b>PUBLIC BUILDINGS</b>	
1.	District Magistrate & Collector Office, West Tripura District, Agartala
2.	Sub-Divisional Magistrate Office, DM & Collector Office Building, West District, Agartala
3.	Tripura Board of Secondary Education, P.N. Complex, Gurkhabasti, Agartala, west Tripura District
4.	Science Technology & Environment Department, VigyanPrajukti O ParibeshBhawan, P.N. complex, Gurkhabasti, Atgartala, West TripurDistiect.
5.	Forest Department, AranyaBhawan, P.N. complex, Gurkhabasti, Agartala, West Tripura District.
6.	Animal Resource Development Department, PraniSampadBikashBhawan, P.N. Complex, Gurkhabasti, Agartala, West Tripura District.
7.	Tripura State Museum, Ujjanyanta Place, Place Compound, Agartala, West Tripura District.
8.	District & Session Judge Court, High Court of Tripura, Capital Complex, Agartala, West Tripura District.
9.	Women's College, B.K. Road, Agartala, West Tripura District.
10.	Ramthakur college, Badharghat, P.O-A.D. Nagar, Agartala, West Tripura District.
11.	Umakanta Academy, Ward No. 22, Agartala Municipality Area, West Tripura, Agarta.
12.	Sishu Bihar School, Officers Qtrs. Lane, Agartala, West Tripura Distict.
13.	Regional Institute of Pharmaceutical Science and Technology (RIPSAT), P.O :- Abhoynagar, Agartala, West Tripura, Pin- 799005
14.	Panchayati Raj Training Institute (PRTI), Adjacent to SIPARD, Arundhuti Nagar, Agartala, West Tripura District.
15.	Directorate of ICAT, Gandhighat, Agartala, West Tripura District.



No. 4-14/2015-AIC  
Government of India  
Ministry of Social Justice & Empowerment  
Department Empowerment of Persons with Disabilities

**Dated: 03.02.2017**

**Request for Proposal**

It is the vision of the Government to have an inclusive society in which equal opportunities and access is provided for the growth and development of Persons with Disabilities(PwDs) to lead a productive, safe and dignified life. In this direction, the Department of Empowerment of Persons with Disabilities (DEPwD), Ministry of Social Justice & Empowerment has decided to launch the **“Accessible India Campaign (Sugamya Bharat Abhiyan)”** as a nation-wide flagship campaign for achieving universal accessibility for PwDs.

2. One of the target under the objective of enhancing the proportion of accessible government buildings under nation-wide Accessible India Campaign is to conduct accessibility audit of most important government buildings and converting them into fully accessible buildings. Access audit is an important means of ensuring accessibility and must cover all stages of the process of planning, design, construction, maintenance and monitoring and evaluation.
3. In this respect, Bids are invited from the empanelled organizations for conducting access audit of the identified buildings in Agartala city. Details of these public buildings/infrastructure category wise are attached as **Annexure ‘A’**. The component wise access audit cost ceilings are available on Department’s website i.e. [www.disabilityaffairs.gov.in](http://www.disabilityaffairs.gov.in) under the link Accessible India Campaign.
4. The empanelled organizations for conducting access audit are requested to submit their city wise Bids in sealed envelopes by 17.02.2017, Time: 12.00 Noon.
5. **The terms and conditions of allocations are given as under:-**
  - (i) Bidders are advised to ensure the details of building/infrastructure like numbers of floors in the building , numbers of building in the complex/infrastructure from their side before quoting.
  - (ii) The bids are to be submitted city wise.
  - (iii) The order of access audit shall be given city wise only.
  - (iv) The financial evaluation of bids shall be carried out based on city wise cost only.

- (v) Details of city wise breakup of cost shall be shown separately considering the details of Building/infrastructure like numbers of floors in the building , numbers of building in the complex/infrastructure.
- (vi) The bidders shall submit bid for all the buildings/infrastructure of the city, including cost for each buildings in a category.
- (vii) A partial bid submitted for some of the buildings/infrastructure in one city will not be considered and will be summarily rejected without any further correspondence.
- (viii) The bid must be made keeping in mind that the listed buildings/infrastructure shown in **Annex A** are being considered as single units. For example, a Secretariat/complex/university/premises may include multiple buildings within the premises. In such cases, the bid is to be made for the entire complex/secretariat as one unit. Details of cost (building-wise) breakup shall be shown separately.
- (ix) The bid is to be made for the entire building/infrastructure as a single unit irrespective of floors/blocks it may have and not as a separate floor/block.
- (x) After submission of cost estimation, if the organization is selected for the city, it will not be allowed to withdraw from the access audit by stating some reasons. In such cases, the organization will be black-listed.
- (xi) The access audit has to be completed and report has to be submitted within 100 days from the date of the work order. The first 10 days will be for liaisoning and coordinating with State Government agencies. The report shall have to be submitted within balance 90 days.
- (xii) The report shall have to be given on prescribed format as per **Annexure II** separately in relation of each building/infrastructure.
- (xiii) 80% of payment shall be released within 30 days of completion & submission of access audit report and its acceptance by the competent authority.
- (xiv) Balance 20% of payment shall be released after submission of successful implementation of report by the audited organization. 20% of the bid amount will be deducted for submission of access audit report beyond 7 days later than the deadline and 40% of the bid amount will be deducted, if report is submitted more than 14 days late. The Access Auditor would be blacklisted if the access audit report is not submitted within 120 days.
- (xv) Selected organizations that will be issued work order, have to submit access audit report of the allocation of cities in two milestones. The first milestone will be 50% of the total number of buildings in the city and has to be completed within 55 days from the date of work order. The second milestone will be balance 50% of the total number of buildings/infrastructure and has be completed within 100 days of the date of work order.
- (xvi) Ministry reserves the right to reject any bid without assigning any reasons and no further correspondence shall be entertained in this regard.

(xvii) In case of clash of lowest bid by two or more bidders, limited RFP (financial proposal) will be again called only from lowest bidders.

**6. Bid Security and Performance Security:** Demand Draft of Rs.10,000/- (Rupees ten Thousand only) in favor of DDO, Department of Empowerment of Persons with Disabilities, New Delhi is required as earnest money, which will be returned to the unsuccessful bidders, after the finalization of the contract. The successful bidder will have to furnish the performance security of the prescribed amount, after which the EMD will be returned.

**7. Special Terms and Conditions:** The entire work shall be completed within a maximum period of 100 days from the date of work order.

**8. Submission of Proposal**

(i) Date of release of Tender: 03.02.2017

(ii) Last date for Submission of Bids: 17.02.2017

Time: 12.00 Noon.

(iii) Date of opening the Bids: 17.02.2017, Time: 03.00 P.M.

(iv) Venue: Department of Empowerment of Persons with Disabilities, Conference Room, 5<sup>th</sup> Floor, Pt. Deendyal Antyodaya Bhavan, C.G.O. Complex, New Delhi-110003

(DEPwD will open all Bids in the first instance in the presence of bidder's representatives who chose to attend, at the time, on the date and at the place specified.)

To be submitted to:

Shri Sanjay Singh,  
Under Secretary,  
Department of Empowerment of Persons with Disabilities,  
Room No. 512, 5<sup>th</sup> Floor, Pt. Deendyal Antyodaya Bhavan,  
C.G.O. Complex, New Delhi-110003  
Tel. No. 011-24369047

Proposal must be submitted in the English/Hindi language on the requirements specified in this RFP.

Bidders must provide all requisite information under this RFP and clearly and concisely respond to all points set out in this RFP. Any proposal, which does not fully and comprehensively address this RFP, may be rejected. However, unnecessary elaborate brochures or other presentations beyond that deemed sufficient to present complete and

effective proposals are not encouraged. Prices must be stated in Indian Rupees and Taxes (if any) should be specified clearly and separately.

Following submission of the proposals and their final evaluation, the DEPwD reserves the right to retain unsuccessful proposals. It is the responsibility of the bidder to identify any information of a confidential or proprietary nature contained in its proposal so that it may be handled accordingly. However, the DEPwD cannot guarantee confidentiality.

The Cost Estimation bids, duly complete in all respects, in sealed covers should reach by 12.00 Noon on 17.02.2017. Tenders received beyond the prescribed date and time will be summarily rejected.

#### **9. Scope of work**

Conducting access audit of the identified buildings in Agartala city under Accessible India Campaign.

#### **10. Eligibility criteria:**

Empanelled organizations for conducting access audit under Accessible India Campaign.

#### **11. Evaluation of Financial bid**

- a. The financial bids shall indicate the cost estimate bid of access audit for given city wise only.
- b. Conditional Bid shall be liable to be rejected.
- c. If there is discrepancy between the price/information quoted in words and figures, the price/information in words would be treated as final.

#### **12. Payments**

- (i) 80% of payment shall be released within 30 days of completion & submission of access audit report and its acceptance by the competent authority.
- (ii) Balance 20% of payment shall be released after submission of successful implementation of report by the audited organization. 20% of the bid amount will be deducted for submission of access audit report beyond 7 days later than the deadline and 40% of the bid amount will be deducted, if report is submitted more than 14 days late. The Access Auditor would be blacklisted if the access audit report is not submitted within 120 days.

#### **13. Submission of Bid**

The bidder shall bear all costs associated with preparation and submission of its bid. DEPwD will in no case be responsible or liable for those costs, regardless of the outcome of the tendering process.



## **Sealing and marking of Bids**

The bids must be submitted as under:

- i. The envelope shall be sealed and super scribed '*Bid-DEPwD tender for Access Audit under Accessible India Campaign*'
- ii. The envelopes shall indicate the names and addresses of the bidder to enable the bid to be returned unopened in case it is declared late
- iii. Telex, cable and facsimile bids will be rejected

## **Deadline for submission of Bids**

- i. Bids must be received by DEPwD at the address given not later than the time and date specified. In the event of the specified date for the submission of bids being declared a holiday for DEPwD, the bids will be received up to the appointed time on the next working day.
- ii. The Secretary, DEPwD may, at his discretion extend this deadline for submission of bids by amending the bid documents, in which case all rights and obligations of DEPwD and bidder previously subject to the deadline will thereafter be subject to the deadline as extended.

## **Late Bids**

Any bid received by DEPwD after the deadline for submission of bids prescribed by the DEPwD will not be considered and/or returned unopened to the bidder. DEPwD will not be responsible for any postal delay or non-receipt/non-delivery of the bid. No further correspondence will be entertained on the subject.

## **14. Opening of Bids**

DEPwD will open all Bids in the first instance in the presence of bidder's representatives who chose to attend, at the time, on the date and at the place specified. The bidders' representatives present there, shall sign a register evidencing their attendance. In the event of the specified date of the bid opening being declared a holiday for DEPwD, the bids shall be opened at the appointed time and location on the next working day.

## **15. Rejection of Proposals and Split Awards**

The DEPwD reserves the right to reject any and all proposals if they are, inter alia:

- received after the deadline stipulated in the Request for Proposal;
- not properly marked or addressed as required in the Request for Proposal;
- delivered to other office locations than the one required in the Request for Proposal;
- transmitted by facsimile;

**16. Withdrawals and Modification of Proposals**

Proposals may be modified or withdrawn in writing, prior to the proposal closing time specified therein. Proposals may not be modified or withdrawn after that time.

**17. Confidentiality**

This Request for Proposal or any part thereof, and all copies thereof must be returned to the DEPwD upon request. It is understood that this Request for Proposal is confidential and proprietary to the DEPwD, contains privileged information, part of which may be copyrighted and is communicated to and received by bidders on the condition that no part thereof or any information concerning it may be copied, exhibited or furnished to others without the prior written consent of the DEPwD. Notwithstanding the other provisions of the Request for Proposal, bidders will be bound by the contents of this paragraph whether or not they submit a bid or responds in any other way to this Request for Proposal.

**18. Contract**

Any contract resulting from this Request for Proposal will include the General Conditions of Contract.

**For further queries you may contact at the address given below:**

Shri Sanjay Singh,  
Under Secretary,  
Department of Empowerment of Persons with Disabilities  
Room No. 514, 5<sup>th</sup> Floor, Pt. Deendyal Antyodaya Bhavan,  
C.G.O. Complex, New Delhi-110003  
Tel. No. 011-24369047

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